SMART CORRECTION/UPDATE PROCEDURES AND INFORMATION (NAVY)

The Sailor must take action to get errors corrected; to include Mailing Documents to the Navy College Center. E-Mails are not accepted; faxes will only be accepted from a Navy College Office or Marine Lifelong Learning Center.

THE FOLLOWING ITEMS WILL NOT APPEAR ON SMART: AWARDS, PQS, WARFARE DESIGNATIONS, LOCAL/UNIT LEVEL TRAINING THAT DOES NOT HAVE COURSE IDENTIFICATION NUMBERS AND CORRESPONDENCE COURSES. PLEASE DO NOT INCLUDE THIS TYPE OF INFORMATION IN YOUR LETTER OF DISCREPANCY, SINCE IT WILL NOT BE ADDED TO YOUR TRANSCRIPT.

Many of the documentations for the following may be FAXED to the Navy College Center (NCC) from the local Navy College Office (NCO) only (850-452-1281/1051 or DSN 922-1281/1051).

INFORMATION LISTED ON SMART:	ACTIVE DUTY CORRECTIONS	VETERANS CORRECTIONS
PERSONAL INFORMATION This information originates from Master Data File.	Contact your servicing PSD or Personnel and Administrative Office. That office will submit corrections to PERS-312 or PERS-8.	Mail certified/notarized **copy** of DD Form 214 to NCC.* DO NOT SEND YOUR ORIGINAL. If you served more than one tour, send copies of all DD Form 214(s).
MILITARY COURSES This data originates from CeTARS, a training data base at Naval Education and Training Professional Development and Technology Center, NETPDTC, Pensacola, FL	Mail copy of course completion certificate or page 4 (NAVPERS 1070/604) from service record to Navy College Center, Pensacola (address below).* Completion Certificate or page 4 must be certified as true copy by PSD or NCO (with their original signature.) **Include your name, SSN, work address, and daytime phone number and e-mail address.** When mailing page 4, circle items to be corrected or added to transcript. Ensure course number, location and dates are annotated on page 4. NETPDTC will update CeTARS; correction will appear on SMART upon update.	Mail copy of course completion certificate, past performance evaluations or page 4 (NAVPERS 1070/604) from service record to Navy College Center (address below).* Completion certificate, DD214 and/or page 4 must be certified or notarized as a true copy. **Include your name, SSN, work address, phone number and e-mail address.** When mailing page 4, circle items to be corrected or added to transcript. NETPDTC will review for update/correction. Ensure course number, location and dates are annotated.
MILITARY EXPERIENCE This section lists your Navy occupational history. Ratings/NECS are recorded on page 4 of service record.	Contact your servicing PSD or Personnel/ Administrative Office to obtain certified copy of page 4 (NAVPERS 1070/604) or to correct page 4. NEC's must be annotated in the "Navy Enlisted Classification Record" block. Circle correct information on page 4 to be entered on transcript, have PSD or NCO certify as true copy (with their original signature), and mail to Navy College Center (address below).* **Include your name, SSN, work address, daytime phone # and e-mail address.**	Submit certified to be true or notarized copy of page 4 (NAVPERS 1070/604), designation letters and DD Form 214(s). Circle correct information to be entered on transcript, have certified as true copy or notarized (with their original signature), and mail to Navy College Center (address below).* **Include your name, SSN, work address, daytime phone # and e-mail address.** NETPDTC will then update the SMART database.
ACADEMIC INSTITUTION COURSES, DEGREES and CERTIFICATIONS College courses taken on active duty through NCPACE or TA. Degrees/Certifications or courses earned before or while on Active Duty at institutions accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. NOTE: **Foreign Degrees** may or may not be placed on SMART – must be accredited (regionally or nationally) and recognized by the U.S. Dept of Education.	**NCPACE COURSES:** (2 Options to have updated to SMART) 1. Have OFFICIAL transcript sent from institution directly to NCC.* **Include your name, SSN, daytime phone # and e-mail address.** 2. Mail certified or notarized copy of grade reports or transcripts to Navy College Center.* **Include your name, SSN, daytime phone # and e-mail address.** NCO may fax certified copy to NCC.* **TA FUNDED COURSES:** Contact the Navy TA Accounting Office for updates. Fax TA funded course(s) grade report or transcript to: 850-452-1149 or DSN 922-1149. **DEGREES/CERTIFICATIONS:** Have official transcript sent from institution directly to NCC.* Those earned prior to or during active duty will be accepted. Degree, major field, date awarded and institution should be included. **Include your name, SSN, daytime phone # and e-mail address.** **NON-TA or NON-NCPACE FUNDED COURSES:** (i.e. CCAF, MGIB funded, scholarships, etc.) (3 Options to have updated to SMART) 1. Official transcript mailed from institution directly to NCC.* 2. Bring Official Transcript or course grades to NCO; NCO certifies and faxes to NCC.* 3. Have Official Transcript certified or notarized and mail to NCC.* For more information go to: https://www.navycollege.navy.mil/add_deg.html	**NCPACE COURSES:** (2 Options to have updated to SMART) 1. Have OFFICIAL transcript sent from institution directly to NCC.* **Include your name, SSN, daytime phone # and e-mail address.** 2. Mail certified or notarized copy of grade re ports or transcripts to Navy College Center.* **Include your name, SSN, daytime phone # and e-mail address.** **TA FUNDED COURSES:** If courses are not on SMART, follow instructions for update to SMART as listed under Non-TA, Non-NCPACE courses. **DEGREES/CERTIFICATIONS:** Have official transcript sent from institution directly to NCC.* Only those earned prior to or during active duty will be accepted. Degree, major field, date awarded and institution should be included. **Include your name, SSN, daytime phone # and e-mail address.** **NON-TA or NON-NCPACE FUNDED COURSES:** (i.e. CCAF, MGIB funded, scholarships, etc.) (3 Options to have updated to SMART) 1. Official transcript mailed from institution directly to NCC.* 2. Bring Official Transcript or course grades to NCO; NCO certifies and faxes to NCC.* 3. Have Official Transcript certified or notarized and mail to NCC.* For more information go to: https://www.navycollege.navy.mil/add_deg.html
COLLEGE LEVEL TEST SCORES CLEP, DSST, DLPT, ECE (formerly ACT-PEP, RCE).	For CLEP, DSST, ECE contact your local Navy College Office (54 offices worldwide). Web site: https://www.navycollege.navy.mil For DLPT, contact NETPDTC N322, slfy_defense_languag@navy.mil. (DLPT scores submitted to SMART on a weekly basis)	For CLEP, DSST, ECE, obtain transcript from DANTES at: http://www.dantes.doded.mil. Mail to NCC.* For DLPT contact: http://www.dliflc.edu/ If the test has been proctored within the past five years contact NETPDTC N322, sfly_defense_languag@navy.mil.
OTHER LEARNING EXPERIENCES Military courses not recommended for credit.	Same as Military Courses section.	Same as Military Courses section.

FOR OTHER QUESTIONS ON SMART, CONTACT:

***Navy College Center**	**TOLL FREE: 1-877-253-7122 or DSN 922-1828**
VOLED Detachment, N211	**Commercial: 850-452-1828**
Center for Personal Development	**FAX: 850-452-1281/1051 DSN 922-1281/1051**
6490 Saufley Field Road	**E-MAIL: ncc@navy.mil**
Pensacola, FL 32509-5204	**WEB SITE: https://www.navycollege.navy.mil**

Dated 14 June 2006